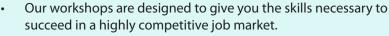
Workshops September 2016

- ★ Heber Employment Center 69 N. 600 W., Suite C • Heber City 435-654-6505
- **★** Park City Employment Center 1960 Sidewinder Dr. #103 • Park City 435-649-0921

Register for reserved seating. Walk-ins welcome.





- No-cost workshops are open to all job seekers.
- Register at jobs.utah.gov, or speak with an employment counselor.

Workshops start	on time. Late-com	ers will be asked	to reschedule.
Job Seeking Skills			RESUMÉ WRITING & COVER LETTERS: Learn how to write and design a cutting-edge resumé and cover letter or power up a current resumé to get that interview. This
RESUMÉ WRITING & COVER LETTERS:		LOCATION:	
Sept 9 Sept 29	9:00 AM-11:00 AM 2:00 PM-4:00 PM	Park City Heber	workshop is designed for customers who are ready to write a resumé and start actively job searching.
INTERVIEWING SKILLS:			INTERVIEWING SKILLS: Learn to be confident in an interview, research employers, market your skills and
Sept 15 Sept 30	2:00 pm-4:00 pm 9:00 am-11:00 am	Heber Park City	answer questions to enhance interview effectiveness.
JOB SEARCH STRATEGIES:			JOB SEARCH STRATEGIES: Learn tools and tips to navigate a successful online job search, including use of
Sept 8	2:00 pm-4:00 pm	Heber	electronic job boards, online applications and sending or

LINKEDIN #1: Learn how to sign up, complete and make your profile effective. We will teach what experts look for in a good profile.

posting resumés. Basic computer skills required..

*Prerequisite — must have basic computer and Internet navigation skills. Register first, as computers are limited.

